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MONTHLY REPORT FOR THE MAP LIBRARY DIVISION

January 1955

A. Summary of Statistics for Receipts, Processing and Disbursements of the Map Library Division, January 1955

(on next page)

B. Introduction

1. During January, a considerable amount of sickness, together with the growing problem of keeping positions filled, contributed numerous problems to continued attempts to increase over-all procurement, processing and reference operations. Several meetings were held to effect a streamlining of cataloging and processing procedures. A review of procurement methodologies, filing systems, and general activities is currently under way.

2. The Personnel pool is being utilized for the typing of much of the State Department correspondence, in the Procurement program, and for the Acquisitions List. This has been a help and will continue to be of assistance as long as competent typists are assigned to our projects in the pool.

3. Numerous attempts have been made to obtain folders on new applicants with backgrounds in the fields of geography and library science, and many actions have been initiated. Continued recruitment is required, however, in order to assure any kind of filling of the total positions. This is the first time that the Map Library has had a number of vacancies, resulting largely from refusals by applicants whose clearances had been completed.

25X1A9a 4. Inter-Agency meetings were held with respect to obtaining new geographic attachés, but at the moment, such a prospect is not particularly bright. Both [REDACTED] are being sent to New Delhi as delegates to the United Nations Regional Conference for Southeastern Asia and the Far East. It is expected that [REDACTED] will be returning to the United States shortly after the Conference.

25X1A9a 5. Mr. Buford, Director of OLI/State, held his initial monthly meeting, to coordinate map and publications procurement interests.

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RECEIPTS (for retention in Map Library)

<u>Maps</u>	<u>Specialty Map Sheets</u>	<u>Series Map Sheets</u>	<u>Total Map Sheets</u>
a. Made in CIA/D/GC	28,849*	0	28,849
b. On automatic receipt and purchases for stock	6,536	13,423	19,959
c. From other domestic sources	59	0	59
d. From foreign sources	875	860	1,735
e. From foreign sources for stock	3	5	8
Total	36,322	28,576	50,610

Atlases and other reference materials

		<u>Total Volumes</u>
a. On automatic receipt and purchases for stock		5,002
b. From other domestic sources		6
c. From foreign sources		275
Total		5,283

PROCESSING

Map Cataloging

	<u>Titles</u>	<u>Sheets/Volumes</u>
a. Special maps made in CIA/D/GC	88	88
b. Special maps - All other	507	906
c. Series indexed and cataloged	2	367
	597	1,361

Cataloging, etc. of reference materials

a. Atlases	16	23
b. Place-name volumes	3	6
c. Publisher's catalogs	13	24
d. Other reference volumes	82	118
Total	114	171

DISBURSEMENTS

Maps

	<u>Requests</u>	<u>Titles</u>	<u>Sheets/Volumes</u>
a. To domestic establishments			
1. To CIA	581	3,707	9,271
2. To Department of State	151	389	974
3. To Department of Defense	153	695	2,386
a) Department of the Army	76	363	1,158
b) Department of the Navy	19	78	241
c) Department of the Air Force	24	54	228
d) Other components of Defense	34	200	759
4. Other Government agencies	79	263	1,409
b. To establishments overseas			
1. To Foreign Service	9	101	152
2. To foreign agencies	1	80	173
Total	974	5,235	14,365

Atlases and other reference materials

a. To domestic establishments	114	3,663	3,741
b. To foreign establishments	3	150	235
Total	117	3,813	3,976

Information

a. Place-name questions	214
b. Other reference inquiries	198
Total	412

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C. Accomplishments

1. Significant reports received during January included an organization report on Justus Perthes, reports on mapping in eight states in India, and 18 reports dealing with place-names committees, photographic organizations and mapping agencies in southern Africa.

2. Acquisitions of maps and related publications of special interest included 1) the first copies of sheets of the 1:75,000 Kreise series issued by the Thuringen Survey Office; 2) a 1953 Polish atlas; and, 3) road, railroad, tribal maps and city plans from the Anglo-Egyptian Sudan. From domestic sources were received a map showing petroleum concessions in France and an aerial mosaic of Bahrain Island.

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25X6 3. A translator from FDD ^{25X6} transliterated titles, publishers' names and other pertinent information [REDACTED] in preparation for the processing of these materials.

25X1A9a 4. Coordinated requirements have been prepared for [REDACTED] procure-
25X1A9a ment mission to Greece in February. Requirements for Viet Nam, Laos and Cambodia have been forwarded to Saigon in anticipation of [REDACTED] arrival on 1 February.

5. In accordance with the over-all evaluation of materials and procedures of the Map Library, the Reference Branch has taken on a new look. The inventory and weeding out of the gazetteers has been completed. Approximately one-third of the atlas collection has been reviewed, and 174 volumes have been sent to the Library of Congress Map Division and 47 returned to the State Department library.

25X1A9a 6. The work at the Place Name desk has been reviewed. It was decided
25X1A9a that many of the requests for locations could be handled by the requester if he were provided with gazetteers and map series. Several of the research people in Graphic Registry, OCD, visited the library and were given a great many working materials. As a result, [REDACTED] who has replaced [REDACTED] at the Place Name desk, has been able to service map requests on a part-time basis, thereby easing the work-load of the other map reference personnel. A total of 214 location requests were handled this month. It is hoped this will decrease as more gazetteers and other reference materials can be distributed.

7. Requests for maps in the Reference Branch increased to 973 this month, over the 865 requests in December. There have been a great many requests for maps for presentation purposes and for maps to be adapted for use in publications. A selection of maps covering strategic areas was made for Mr. Park Armstrong's use in briefing the Secretary of State. Maps of the China coast islands and the Soviet Bloc are still

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in great demand. 14,192 map sheets were distributed. Reference also received and answered 198 other requests for miscellaneous geographic information and added 81 new CIA maps to the sample files.

8. The Processing Branch spent a total of 40 hours preparing NIS (US) studies for return to Central Records. The only NIS (US) materials now being held in the Map Library are Chapters I, Section 19; Chapters IX and the Gazetteers.

9. During the past month, the Processing Branch examined its procedures with the intent of streamlining cataloging of maps. The Procurement and Reference Branches were consulted concerning ways in which cataloging might be simplified, but still be effective. Time spent in checking for duplicates and in establishing authorities will be cut down and other procedures will be revised or discontinued.

10. AMS series acquisitions have been dropped from the Acquisitions List to shorten the amount of time spent in converting AMS tab runs for inclusion on the list. The typing pool is now being utilized successfully for typing of the unclassified Acquisitions List of maps.

11. D/GG and D/GC have been very cooperative in returning Map Library materials, in accordance with the revised loan policy instituted recently by the Charge Desk. The library of the Geography Division, Department of the Interior, continues to return map sheets. As of 25 January 1955, a total of 16,767 sheets have been returned.

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d. Coordination

1. Map Library personnel joined D/GG personnel in debriefing Mrs. Zawadzky, PPO assigned to Berlin, and in briefing Mr. Lowry, the newly-assigned PPO to Moscow. During Mrs. Zawadzki's home leave, the PPO office in Berlin is being supervised on a part-time basis by Mr. Hodgson.

2. The following people were briefed on the functions and requirements of the Geographic Area:

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3. A visit was made to the Bureau of Reclamation to discuss availability of material of interest to us in the Bureau's Denver offices. Names of individuals, information about the organization and suggested sources of various types of material were all supplied.

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4. A tour was made of IR to determine their exact requirements, with particular emphasis on city plans and engineer plans of plants. It was arranged that a copy of each new catalog card for city plans in the Map Library collection would be sent to [REDACTED] head of the Reference Section, off IR, for insertion in their files.

5. Requirements for AMS and USHO maps of the China coast were coordinated with the Collection and larger quantities of stock will be held on certain maps so that rush orders can be expedited.

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6. A list of CIA published Restricted maps has been compiled by [REDACTED] and the new classifications have been noted. The work was coordinated with [REDACTED] and is ready to go to OCD for final editing and distribution.

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7. The review of the OSS sample files is being continued with [REDACTED] so that some of the older stocks can be destroyed to make room for the quantities of new maps.

e. Problems

1. Rush orders are still heavy and vacancies in the Collection have placed a greater work-load on Reference. Five hours overtime each pay period were used to help ease the situation.

2. The Mosaic Program is at a complete standstill. Due to lack of personnel, no listing or filing of Mosaic file copies has been done for several months. Requests for charts and mosaics are continuing and service is made more difficult because the materials are difficult to locate.

3. A review is being made of incoming materials from the Geographic Attachés, particularly from Germany and Japan, to determine if total procurement can be reduced without material reduction in effectiveness of coverage.

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F. Fiscal Statement

	<u>Total FY 1955</u>	<u>Spent in January</u>	<u>Spent to Date</u>	<u>Balance end January 1955</u>
<u>06 Printing and Reproduction</u>	600.00	--	255.45	344.55
<u>07 Other Contractual Services</u>				
National Archives	6,000.00	605.00	1,663.75	4,336.25
AGS	150.00	4.70	17.50	132.50
Other Organizations	?			
<u>08 Supplies and Materials</u>				
AMS	5,000.00	398.62	3,818.27	1,181.73
Paper Maps	.			
Plastic Maps				
NGS	2,000.00	125.00	1,570.00	430.00
Other Organizations	1,140.00	127.25	637.15	502.85
AGS				
<u>09 Equipment</u>				
	417.60	--	417.60	0

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